United Nations ST/IC/2005/57

Secretariat

24 October 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 8 November 2005, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 11 November 2005.

05-56759 (E)

United Nations ST/IC/2005/58

Secretariat

24 October 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2006 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003 and ST/AI/2005/9 of 26 July 2005.

2. The 2006 competitive examination for recruitment to the Professional category is scheduled to be held on 28 February 2006 (written component) and in June/July 2006 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2006 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination. The list of successful candidates unplaced under the 10 per cent quota mentioned above will also be circulated to departments for possible additional placement on extrabudgetary positions or in duty stations with high vacancy rates, in accordance with administrative instruction ST/AI/2005/9.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the

* Expiration date of the present information circular: 31 December 2006.

05-56760 (E) 261005

examination is to be held:

(a) **Finance**, which covers work such as that of accountants and auditors;

(b) **Information technology**, which covers work such as that of computer specialists, Internet website masters and information technology analysts;

(c) **Library**, which covers work such as that of librarians and records management officers;

(d) **Security**, which covers work such as that of security officers;

(e) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, the environment, social statistics, demography and trade.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2005, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2006;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2005 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2006. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Finance**: first-level university degree in accounting, actuarial sciences, auditing, business administration (with evidence of having studied modules in auditing, accounting or finance), finance, management (with courses in accounting, auditing or finance) or international business. Any of the following experience would be an advantage: two to three years of working experience in a business or governmental environment in an accounting, budgeting or financial capacity; two to three years of working experience in a management auditing/consulting firm; or two

to three years of working experience in an engineering or project management capacity evaluating cost/benefit elements or capital project management;

(b) **Information technology**: first-level university degree in computer science (engineering, programming, software development or theory), information technology, information management, informatics, telecommunications or artificial intelligence. For candidates who have no first-level university degree in any of the above-mentioned fields but have at least two years of professional experience in those fields, the degree may be substituted by a first-level university degree in electrical engineering, electronics, mathematics, physics, robotics or statistics;

(c) **Library**: first-level university degree in library science or library and information science;

(d) **Security**: first-level university degree in security or in a field directly related to security. Owing to the special technical nature of the security occupational group, at least five years of service as a United Nations security officer in a post with functions directly related to security are also required;

(e) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in econometrics, social sciences with a specialization in sociometrics, or demography. Any of the following experience would be an advantage: one to two years of working experience with a national statistical office; or one to two years of working experience in the area of environmental, social or economic statistics.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2006 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2006 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2006, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board by 9 December 2005. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instructions ST/AI/2003/7 and ST/AI/2005/9. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 9 December 2005.

Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:* Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of latest PAS: Day: Month: Year:

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

Main language (mother tongue):

* Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Finance ____ Information technology ____ Library ____

Security ____ Statistics ____

Duty station: _____

Department/office: _____

E-mail address: _____ (write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Finance ____ Information technology ____ Library ____

Security ____ Statistics ____

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (Ph.D., etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **9 December 2005** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2005/59

Secretariat

31 October 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Host country travel regulations**

The Secretariat has received a note verbale dated 26 September 2005 from the United States Mission to the United Nations, in which the Mission informs the Secretariat of the addition of Atlanta, Georgia, to the list of approved United States entry/exit points used by staff members of Russian nationality and their family members of that nationality coming to the United States on official United Nations business, effective 1 October 2005 (see annex).

* The present circular will be in effect until further notice.

05-58205 (E) 031105

Annex

Note verbale dated 26 September 2005 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and wishes to inform the Secretariat that Atlanta, Georgia, will be added to the list of approved United States entry/exit points used by staff members of Russian nationality and their family members of that nationality coming to the United States on official United Nations business. This change will become effective on 1 October 2005.

United Nations ST/IC/2005/60

Secretariat

2 November 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2006, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 2006 national competitive recruitment examinations will be held in February 2006 in the following P-2 occupational groups: architecture, demography, library, science and technology, security, and statistics.

3. A list of participating Member States is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP), found in the Galaxy system, and forwarding them, by 9 December 2005, to: 2006 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Division for Organizational Development, Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2006.

05-58411 (E) 071105

United Nations application form for the 2006 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group: _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 9 December 2005 to the Examinations and Tests Section, Division for Organizational Development, Room S-2575E. Applications may also be submitted by e-mail (OHRM_ets@un.org) or faxed to +1-212-963 3683.

Date: _____ Signature: _____ _____

Annex

List of Member States participating in the 2006 national competitive recruitment examination programme

Andorra
Angola
Antigua and Barbuda
Bahrain
Barbados
Botswana
Brunei Darussalam
Cape Verde
Comoros
Equatorial Guinea
Gambia
Greece
Grenada
Guatemala
Israel
Japan
Kiribati
Lao People's Democratic Republic
Liechtenstein
Maldives
Malta
Marshall Islands
Mauritius
Mexico
Micronesia
Monaco
Norway
Oman
Palau
Panama
Portugal
Republic of Korea
Republic of Moldova
Saint Lucia
Samoa
San Marino
Saudi Arabia
Solomon Islands
Switzerland
Tajikistan
Tonga
Tuvalu
United States of America
Viet Nam

United Nations ST/IC/2005/61

Secretariat

2 November 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) is currently conducting a comprehensive survey of the best prevailing conditions of employment in New York in 2005 for the purpose of making recommendations to the Secretary-General on the salary scales of staff in the General Service and related categories at Headquarters. The representatives of administration and staff actively participate in all aspects of the survey, including the selection of employers and jobs to be surveyed. Originally, the data collection phase of the survey was scheduled to begin on 24 October 2005. However, the data collection in fact began on 1 November 2005.

2. While an interim adjustment to the salary scales for staff in the General Service and related categories at Headquarters would normally have been adjusted in May 2005, in accordance with the current procedure on interim adjustments, such an adjustment was not possible in view of the six-month rule provision in the approved general methodology for surveys for best prevailing conditions of service for staff in the General Service and related categories, whereby no interim adjustments could be granted within six months of the survey reference date.

3. Taking into account the fact that the survey data collection began on 1 November 2005, the concurrence of the Chairman of ICSC was sought and received to effect the interim adjustment that became due in May 2005. Accordingly, I am pleased to announce that the Secretary-General has decided to promulgate the revised salary scales for staff in the General Service and related categories (see annex).

4. The consumer price index (CPI) for the month of April 2005 reflects a 4.17 per cent movement over the April 2004 index. In application of the current procedure for effecting interim adjustments to the salary scales for staff in the General Service

* The present circular, which cancels and supersedes circular ST/IC/2004/20 dated 25 May 2004, will be in effect until further notice.

05-58457 (E) 071105

and related categories at Headquarters (i.e. adjustment in the net salaries of such staff by 90 per cent of the movement of the CPI for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first), the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 3.75 per cent, with retroactive effect from 1 May 2005.

5. The amount of dependency allowances remains unchanged.

6. The amounts of the first and second language allowances will be revised, effective 1 May 2005, to $1,920 and $960 net per annum, respectively.

7. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of November 2005 payroll.

Annex

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	60 665	63 254	65 842	68 430	71 019	73 607	76 196	78 784	81 372	83 961	86 549*
	(Gross pension)	59 055	61 373	63 691	66 009	68 327	70 687	73 100	75 511	77 924	80 337	82 749*
	(Total net)	46 859	48 645	50 431	52 217	54 003	55 789	57 575	59 361	61 147	62 933	64 719*
	(Net pension)	46 859	48 645	50 431	52 217	54 003	55 789	57 575	59 361	61 147	62 933	64 719*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	54 622	56 800	58 978	61 241	63 577	65 913	68 249	70 586	72 922	75 258	77 594*
	(Gross pension)	53 280	55 374	57 467	59 561	61 655	63 747	65 842	67 936	70 045	72 224	74 403*
	(Total net)	42 420	44 032	45 644	47 256	48 868	50 480	52 092	53 704	55 316	56 928	58 540*
	(Net pension)	42 420	44 032	45 644	47 256	48 868	50 480	52 092	53 704	55 316	56 928	58 540*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	49 158	51 130	53 101	55 073	57 045	59 016	61 059	63 174	65 288	67 403	69 517*
	(Gross pension)	48 033	49 927	51 821	53 716	55 610	57 504	59 399	61 294	63 189	65 083	66 975*
	(Total net)	38 377	39 836	41 295	42 754	44 213	45 672	47 131	48 590	50 049	51 508	52 967*
	(Net pension)	38 377	39 836	41 295	42 754	44 213	45 672	47 131	48 590	50 049	51 508	52 967*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	44 245	46 028	47 812	49 596	51 380	53 164	54 947	56 731	58 515	60 320	62 233*
	(Gross pension)	43 310	45 024	46 739	48 453	50 169	51 883	53 598	55 312	57 027	58 742	60 456*
	(Total net)	34 741	36 061	37 381	38 701	40 021	41 341	42 661	43 981	45 301	46 621	47 941*
	(Net pension)	34 741	36 061	37 381	38 701	40 021	41 341	42 661	43 981	45 301	46 621	47 941*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	39 771	41 380	42 997	44 615	46 232	47 850	49 468	51 085	52 703	54 320	55 938*
	(Gross pension)	39 004	40 558	42 113	43 667	45 221	46 776	48 331	49 884	51 439	52 994	54 548*
	(Total net)	31 424	32 621	33 818	35 015	36 212	37 409	38 606	39 803	41 000	42 197	43 394*
	(Net pension)	31 424	32 621	33 818	35 015	36 212	37 409	38 606	39 803	41 000	42 197	43 394*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	35 903	37 310	38 718	40 131	41 598	43 061	44 526	45 991	47 455	48 920*	
	(Gross pension)	35 135	36 542	37 950	39 357	40 765	42 172	43 581	44 988	46 396	47 803*	
	(Total net)	28 445	29 529	30 613	31 697	32 781	33 865	34 949	36 033	37 117	38 201*	
	(Net pension)	28 445	29 529	30 613	31 697	32 781	33 865	34 949	36 033	37 117	38 201*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	32 397	33 670	34 943	36 216	37 488	38 761	40 035	41 359	42 684*		
	(Gross pension)	31 791	33 000	34 208	35 449	36 720	37 991	39 264	40 534	41 606*		
	(Total net)	25 746	26 726	27 706	28 686	29 666	30 646	31 626	32 606	33 586*		
	(Net pension)	25 746	26 726	27 706	28 686	29 666	30 646	31 626	32 606	33 586*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 920
Second language	960

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- **Long-service step:**
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	66 009	68 383	70 757	73 130	75 504	77 878	80 252	82 626	85 000	87 374	89 748	92 122
	(Gross pension)	63 831	65 960	68 088	70 240	72 453	74 668	76 883	79 097	81 311	83 526	85 740	87 954
	(Total net)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926	68 564
	(Net pension)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926	68 564
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	53 453	56 101	58 750	61 500	64 341
	(Gross pension)	52 161	54 707	57 249	59 795	62 338
	(Total net)	41 555	43 515	45 475	47 435	49 395
	(Net pension)	41 555	43 515	45 475	47 435	49 395
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	47 049	49 092	51 135	53 178	55 222
	(Gross pension)	46 011	47 973	49 933	51 896	53 859
	(Total net)	36 816	38 328	39 840	41 352	42 864
	(Net pension)	36 816	38 328	39 840	41 352	42 864
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	43 149	45 015			
	(Gross pension)	42 261	44 053			
	(Total net)	33 930	35 311			
	(Net pension)	33 930	35 311			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	78 987	82 093	85 199	88 304	91 410	94 516	97 622	100 728	103 833*				
	(Gross pension)	75 709	78 603	81 499	84 394	87 289	90 183	93 080	95 975	98 871*				
	(Total net)	59 501	61 644	63 787	65 930	68 073	70 216	72 359	74 502	76 645*				
	(Net pension)	59 501	61 644	63 787	65 930	68 073	70 216	72 359	74 502	76 645*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	73 104	75 996	78 887	81 778	84 670	87 561	90 452	93 343	96 235*				
	(Gross pension)	70 208	72 906	75 603	78 301	80 998	83 696	86 393	89 091	91 788*				
	(Total net)	55 442	57 437	59 432	61 427	63 422	65 417	67 412	69 407	71 402*				
	(Net pension)	55 442	57 437	59 432	61 427	63 422	65 417	67 412	69 407	71 402*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	67 175	69 862	72 549	75 236	77 923	80 610	83 297	85 984	88 671*				
	(Gross pension)	64 883	67 289	69 701	72 208	74 713	77 218	79 724	82 230	84 736*				
	(Total net)	51 351	53 205	55 059	56 913	58 767	60 621	62 475	64 329	66 183*				
	(Net pension)	51 351	53 205	55 059	56 913	58 767	60 621	62 475	64 329	66 183*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	61 162	63 626	66 090	68 554	71 017	73 481	75 945	78 409	80 872*				
	(Gross pension)	59 495	61 704	63 911	66 118	68 326	70 570	72 868	75 165	77 462*				
	(Total net)	47 202	48 902	50 602	52 302	54 002	55 702	57 402	59 102	60 802*				
	(Net pension)	47 202	48 902	50 602	52 302	54 002	55 702	57 402	59 102	60 802*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	57 200	59 004	60 867	62 801	64 738	66 671	68 606	70 541	72 475	74 410	76 345*		
	(Gross pension)	55 767	57 500	59 233	60 965	62 698	64 431	66 183	67 897	69 629	71 432	73 236*		
	(Total net)	44 328	45 663	46 998	48 333	49 668	51 003	52 338	53 673	55 008	56 343	57 678*		
	(Net pension)	44 328	45 663	46 998	48 333	49 668	51 003	52 338	53 673	55 008	56 343	57 678*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	51 580	53 209	54 839	56 469	58 099	59 728	61 457	63 204	64 952	66 700	68 448	70 196	71 943*
	(Gross pension)	50 368	51 933	53 498	55 062	56 627	58 191	59 757	61 323	62 887	64 452	66 017	67 582	69 147*
	(Total net)	40 169	41 375	42 581	43 787	44 993	46 199	47 405	48 611	49 817	51 023	52 229	53 435	54 641*
	(Net pension)	40 169	41 375	42 581	43 787	44 993	46 199	47 405	48 611	49 817	51 023	52 229	53 435	54 641*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	45 950	47 411											
	(Gross pension)	44 952	46 356											
	(Total net)	36 003	37 084											
	(Net pension)	36 003	37 084											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 920
Second language	960

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	74 587	77 204	79 822	82 439	85 057	87 674	90 291
	(Gross pension)	71 596	74 038	76 480	78 921	81 363	83 805	86 247
	(Total net)	56 465	58 271	60 077	61 883	63 689	65 495	67 301
	(Net pension)	56 465	58 271	60 077	61 883	63 689	65 495	67 301
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	69 862	72 332	74 801	77 271	79 741	82 210	84 680
	(Gross pension)	67 291	69 504	71 801	74 102	76 403	78 705	81 006
	(Total net)	53 205	54 909	56 613	58 317	60 021	61 725	63 429
	(Net pension)	53 205	54 909	56 613	58 317	60 021	61 725	63 429
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	65 141	67 458	69 775	72 093	74 410	76 728	79 045
	(Gross pension)	63 066	65 141	67 216	69 290	71 434	73 593	75 751
	(Total net)	49 947	51 546	53 145	54 744	56 343	57 942	59 541
	(Net pension)	49 947	51 546	53 145	54 744	56 343	57 942	59 541
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	60 433	62 599	64 764	66 929	69 094	71 259	73 425
	(Gross pension)	58 838	60 780	62 720	64 663	66 603	68 543	70 518
	(Total net)	46 699	48 193	49 687	51 181	52 675	54 169	55 663
	(Net pension)	46 699	48 193	49 687	51 181	52 675	54 169	55 663
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	56 016	57 895	59 773	61 771	63 786	65 800	67 814
	(Gross pension)	54 621	56 427	58 232	60 039	61 845	63 650	65 457
	(Total net)	43 452	44 842	46 232	47 622	49 012	50 402	51 792
	(Net pension)	43 452	44 842	46 232	47 622	49 012	50 402	51 792
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	51 615	53 357	55 099	56 841	58 582	60 348	62 216
	(Gross pension)	50 396	52 069	53 740	55 414	57 087	58 760	60 432
	(Total net)	40 195	41 484	42 773	44 062	45 351	46 640	47 929
	(Net pension)	40 195	41 484	42 773	44 062	45 351	46 640	47 929
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	47 238	48 834	50 430	52 026	53 622	55 218	56 814
	(Gross pension)	46 187	47 719	49 252	50 786	52 320	53 855	55 388
	(Total net)	36 956	38 137	39 318	40 499	41 680	42 861	44 042
	(Net pension)	36 956	38 137	39 318	40 499	41 680	42 861	44 042
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	42 819	44 276	45 732	47 189	48 646	50 103	51 559
	(Gross pension)	41 945	43 345	44 743	46 142	47 540	48 939	50 337
	(Total net)	33 686	34 764	35 842	36 920	37 998	39 076	40 154
	(Net pension)	33 686	34 764	35 842	36 920	37 998	39 076	40 154
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 920
Second language	960

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

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NPC: Non-pensionable componeat is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2005/62

Secretariat

8 November 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2006 at United Nations Headquarters**

1. In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2006 at Headquarters have been designated as follows:

2 January	New Year's Day (observed)
10 January	Eid Al-Adha
14 April	Good Friday
29 May	Memorial Day
4 July	Independence Day
4 September	Labour Day
24 October	Eid Al-Fitr
23 November	Thanksgiving Day
25 December	Christmas Day
29 December	Eid Al-Adha (observed)

2. Due to the occurrence of Eid Al-Adha twice in 2006 as a result of the lunar cycle, there will be no official holiday on President's Day for next year. Supervisors are requested to exercise maximum flexibility in approving requests for annual leave on that day.

* Expiration date of the present information circular: 31 December 2006.

05-59314 (E) 091105